

Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S Postal, and courier service to agencies, departments, and special districts within the county.

The Purchasing- Mail/Courier Services budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The division's main goal is to deliver each piece of mail in a timely and accurate manner to all county departments. Accomplishing this mail delivery process will ensure that quality service is provided to all its customers.

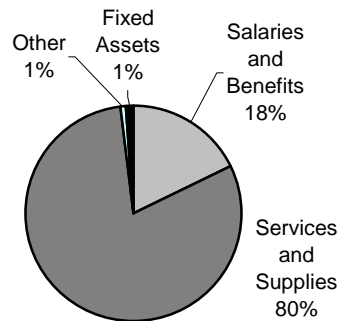
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	7,313,821	7,838,417	7,597,199	7,478,661
Departmental Revenue	7,419,258	8,067,704	8,030,748	7,648,362
Revenue Over/(Under) Expense	105,437	229,287	433,549	169,701
Budgeted Staffing		34.0		33.0
Fixed Assets	11,248	56,843	15,734	76,082
Unrestricted Net Assets Available at Year End	538,427		-	

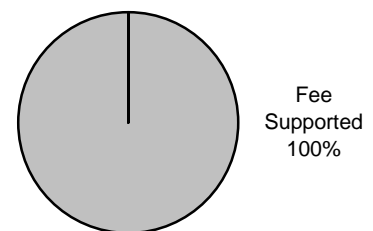
Workload Indicators

Inter-office mail p/up-del	154,082	153,787	144,268	142,000
Inserting/intel insert	8,219,293	8,300,000	8,202,350	6,750,000
Folding/tab-label	11,746,024	13,200,000	12,489,207	9,750,000
Bus reply/postage due	267,877	320,000	241,262	264,000
Mail pieces processed	14,427,444	14,500,000	14,624,598	12,300,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

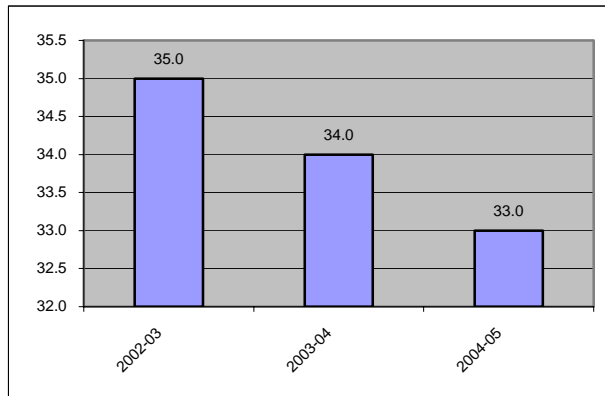
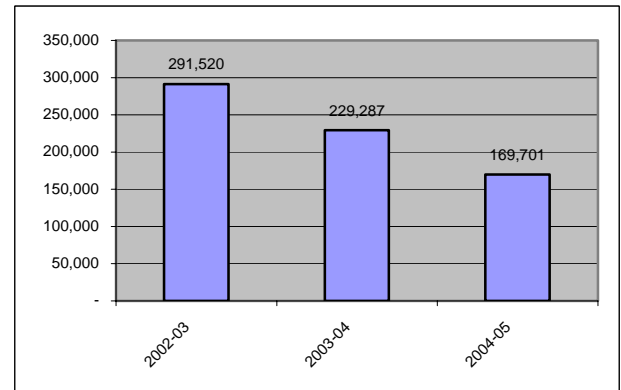


2004-05 BREAKDOWN BY FINANCING SOURCE



This budget is expected to increase unrestricted net assets by \$169,701.



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,148,888	1,257,763	1,342,108	(12,090)	1,330,018
Services and Supplies	6,396,250	6,470,172	6,476,434	(444,013)	6,032,421
Central Computer	2,278	2,278	4,369	-	4,369
Other Charges	1,705	17,741	17,741	(13,701)	4,040
Transfers	48,078	51,463	51,463	17,350	68,813
Total Appropriation	7,597,199	7,799,417	7,892,115	(452,454)	7,439,661
Depreciation	-	39,000	39,000	-	39,000
Total Requirements	7,597,199	7,838,417	7,931,115	(452,454)	7,478,661
<u>Departmental Revenue</u>					
Current Services	8,030,648	7,767,704	7,860,402	(212,040)	7,648,362
Other Revenue	100	300,000	300,000	(300,000)	-
Total Revenue	8,030,748	8,067,704	8,160,402	(512,040)	7,648,362
Revenue Over/(Under) Exp	433,549	229,287	229,287	(59,586)	169,701
Budgeted Staffing		34.0	34.0	(1.0)	33.0
<u>Fixed Assets</u>					
Equipment	-	-	-	40,000	40,000
L/P Equipment	15,734	56,843	56,843	(20,761)	36,082
Total Fixed Assets	15,734	56,843	56,843	19,239	76,082



DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET				
Cost to Maintain Current Program Services				
Internal Service Fund Adjustments	-	8,353	8,353	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	92,698	92,698	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts				
	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	34.0	7,931,115	8,160,402	229,287
Board Approved Changes to Base Budget	(1.0)	(452,454)	(512,040)	(59,586)
TOTAL 2004-05 FINAL BUDGET	33.0	7,478,661	7,648,362	169,701
2003-04 FINAL FIXED ASSETS				
		56,843		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts				
		-		
Department Recommended Changes in Fixed Assets		19,239		
TOTAL 2004-05 FIXED ASSETS BUDGET		76,082		

DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Delete 1.0 Vacant Fiscal Clerk I position. This deletion is necessary to meet department reduction targets relating to decrease in services. Reduction cost of \$33,785 for the deleted position is offset by additional costs of \$21,695 for step increases.	(1.0)	(12,090)	-	12,090
2. Reduction in Services to Human Services System (HSS) and Other This reduction is due to HSS no longer requiring mailings for its CIV Project and overall reduction of mail services.	-	(444,013)	-	444,013
3. Reduction in Other Charges Reduction is a result of a modular trailer not being lease-purchased that was budgeted in 2003-04.	-	(13,701)	-	13,701
4. Increase in Transfers Out This increase is based on reimbursing Purchasing (AAA PUR) for administrative support from a Staff Analyst II as a result of the September 23, 2003 Board action.	-	17,350	-	(17,350)
5. Reduction in Current Services Reduction in overall services and elimination of mailings for the CIV Project will result in a decrease in revenue.	-	-	(512,040)	(512,040)
Total	(1.0)	(452,454)	(512,040)	(59,586)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Purchase of Mail Automated Equipment In order to automate the mailing meter machines, computer hardware and software will be purchased to expedite billings.	40,000
2. Reduction in Lease-Purchase of Equipment The amount due for principal on existing lease-purchases will decrease due to a modular trailer not being lease-purchased as budgeted in 2003-04.	(20,761)
Total	19,239

